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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Organization and Methods Service

DATE: [REDACTED]

FROM : Chief, Administrative Service

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SUBJECT: Report of Records Management Survey.

*Miss [REDACTED] for your information
H. [REDACTED]*

1. The attached report of survey pertaining to files and file systems of Organization and Methods Service is forwarded for your consideration and concurrence.

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2. The Acting Chief of the Records Management and Distribution Branch, [REDACTED] and the Records Analyst, [REDACTED] who prepared this report, will discuss it with you at your convenience. In addition they will be glad to assist in installing the proposed filing system and in training your personnel in its use.

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Attachment: Report of Survey

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DDA Memo, 4 Apr 77

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REPORT OF RECORDS MANAGEMENT SURVEY
OF
ORGANIZATION AND METHODS SERVICE

files

Prepared by:

██████████
Records Analyst

Records Management and Distribution Branch

Administrative Service

12 May 1952

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REPORT OF RECORDS MANAGEMENT SURVEY
OF
ORGANIZATION AND METHODS SERVICE

A study of the files and filing systems in Organization and Methods Service has been completed. The following report, supported by attachments A through F, is submitted for review. The attachments are identified as follows:

Tab A	-Subject File
Tab A1	-Charge-Out System
Tab B	-Table of Organization File
Tab C	-Administrative Issuances File
Tab D	-Forms File
Tab E	-Tickler or Follow-Up System
Tab F	-Records Control Schedule

SUMMARY OF RECOMMENDATIONS

The subject matter of the records maintained by Organization and Methods Service pertains primarily to the executive or administrative structure of the Agency, distribution or delegation of duties and functions, establishment or discontinuance of offices or organizational units, management policies, procedures, and administrative or authoritative issuances of the Agency. These records have a continuing value, therefore, to improve their usefulness, appearance and condition, and to provide maximum control of these documents for current and future requirements, it is recommended that:

1. A tickler or follow-up system, as outlined in Tab E, be adopted. The present log is an inadequate control over the prompt handling and return of material to the file desk.
2. Filing of official records in personal files be eliminated.
3. The official records of the office be prepared on yellow tissue. The use of yellow copies for filing purposes would facilitate the destruction of extra or duplicate copies that may find their way to the files and eliminates the necessity of searching the files to determine whether the copies received are duplicates.
4. The Subject File, located in Room 202 be reorganized and arranged as explained in Tab A.

Not necessary
? what?
Not yellow
and no papers

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5. The practice of maintaining chronological files be discontinued. The maintenance of extra copies of correspondence in a chronological file is suggestive of an inadequate filing system. It is believed that the adoption of a simple subject filing plan as outlined elsewhere in this report will greatly facilitate the process of filing and finding records of the office.

6. Implementation as proposed in Tab B, with respect to the Table of Organization File, be adopted.

7. Implementation as proposed in Tab C, with respect to the Administrative Issuances File, be adopted.

8. Implementation as proposed in Tab D, with respect to the Forms File, be adopted.

9. A cut-off method be adopted to facilitate the retirement of inactive records to the CIA Records Center. The suggested method would be to prepare new folders yearly with the calendar year shown in the upper right corner.

10. The supplemental distribution of Confidential Funds Regulations and any other issuances be transferred to Records Management and Distribution Branch. 2

11. The practice of forwarding partial listing of tables of organization to the Vital Materials Repository, as changes are made, be eliminated. Instead provide a complete copy of the latest Agency table of organization for deposit in the Vital Materials Repository. n/a
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Although the records of Organization and Methods Service are of continuing historical value it is felt that, with the exception of delegations of authority, listing of key personnel, CIA Regulations, and table of organization noted above, they are not of vital necessity to the operation of the Agency and should not be deposited in the Vital Materials Repository. ?

12. No material be destroyed except as provided by disposal standards established by the Records Management and Distribution Branch.

13. The heavy, legal size, pressboard folders with angle tabs be eliminated in favor of letter size, straight cut, plain tab, non-reinforced, 9½ point kraft folders. This change would be more economical and also enhance the appearance of the file. no

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